Privacy Policy

# Information we collect

In order to provide you with the services you require, we will obtain personal information about you from this Website, telephone conversations, emails and written and verbal communications. These may include, your name, address, email address, phone number, date of birth, medical conditions or disabilities we should be aware of, access or communication requirements, emergency contact details, gender, employment and educational status and ethnicity.

# Information about other people

If you provide information to us about any person other than yourself, you must ensure that they understand how their information will be used and that you are authorised to disclose it to us, and to consent to its use on their behalf, before doing so.

# How we will use information

All personal information that we obtain about you and/or any other person whose details you provide will be recorded, used, and protected by us in accordance with current data protection legislation, our Terms and Conditions and this Privacy Policy. We will primarily use the personal information:

* for registration and general course administration
* to communicate with you in the event of any changes to the course or if there is a query or problem with your booking
* for record keeping purposes – data will be anonymised after you have completed your course and all certificates have been issued to you
* to ensure appropriate certificates are prepared at the end of the course(s) / event(s)
* for research purposes and to enable us to evaluate our course(s)/event(s), measure impact of the learners at a later date and understand requirements to develop further courses and other services
* to create an individual profile for you so that we can enhance your user experience, to understand and respect your preferences and to provide newsletters and details of relevant offers and opportunities where you have agreed to receive them

# Sharing your information

Your information and contact details may be shared with appropriate bodies/organisations that we have developed the course or event in partnership with where this is required to issue your certificate or as part of our licensing agreement for the content of a course.

* Learner records service
* The Education and Skills Funding Agency (ESFA)
* 1st4Sport
* Royal Society for Public Health (RSPH)
* MHFA England
* University of Birmingham
* England Athletics
* Basketball England
* Exercise Move Dance UK (EMDUK)